

24.5 – Write-off items

Write-off is the process for decreasing the quantity of accountable items that are in your inventory.

From “Manage Issued Items”:

If you marked an issued item as either Unserviceable or Not Returned, a write-off entry will automatically be created. IF the write-off requires secondary approval, this is where the approval must be performed. Similar to “Receive Items”, click “Search” and a list of entries needing review will appear. Click an entry to get the Writeoff page.

Home > Logistics > Writeoff Inventory

Writeoff

Detachment 001Qty Avail: 13

Item ID: 0000000081 SHIRT, MENSQty Issued: 0

Size: 15 Type: Short Sleeve

☒ ONLY show UNAPPROVED rows

Find First 1 of 1 Last

*Date: 06/17/2011

☐ Approve W/O ☐ Reject W/O

+

-

*Quantity: 1

*Reason: Unserviceable

Amount Received: 0.00

Comments: This writeoff is awating approval.

Item was returned unserviceable.

Submitted: 06/17/2011 3:31:57PM Weston, Michael

Approved:

Last Updated: 06/17/11 3:31:57PM Weston, Michael

Save Return to Search

Add

This page shows the details of the item(s) being written off and any amount received for them. The approving official enters any additional information or comment and then Approves or Rejects the writeoff using the buttons.